

## CASE RELATED ISSUES

### Animal Abuse or Neglect: Reporting Procedures

**31-8-3.2**

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#### Policy

The Department of Children and Families shall report incidents of animal cruelty to the Department of Agriculture.

**Legal Reference:** [Conn Gen. Stat. §17a-100a](#)

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#### Responsibilities of DCF Staff

When, in the course of employment, a DCF employee suspects that an animal has been harmed, neglected or treated cruelly, he or she shall complete a written report, using the [DCF-736, "Notification to Department of Agriculture of Suspected Animal Harm, Neglect or Cruel Treatment."](#)

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#### Documentation Requirements

The following information shall be included on the DCF-736:

- a description of the animal including species, breed, age, sex, color and name of the animal;
- the time and location, including address, of the suspected harm, neglect or cruel treatment;
- the name, address and telephone number of the animal owner or other person responsible for its care;
- the location where the animal is kept;
- a description of the nature and extent of the harm to or neglect or cruel treatment to the animal;
- a description of how the DCF employee learned of the suspected harm, neglect or cruel treatment;
- the names and addresses of all suspects; and
- any previous known history of animal abuse.

The DCF employee shall also include his or her name and telephone number, and the name and telephone number of his or her supervisor.

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#### Time Frame for Reporting

The employee shall fax the completed DCF-736 to the Chief Animal Control Officer at the Department of Agriculture within 48 hours of learning of the suspected harm, neglect or cruel treatment.

The fax number is 860-713-2515.

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